

# **CONSTITUTION & BYLAWS**

## **SOUTHWEST WINNIPEG RINGETTE ASSOCIATION**

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# **PART 1– CONSTITUTION**

## **I. NAME**

This organization shall be known as the “Southwest Winnipeg Ringette Association” or SWRA. In this constitution:

- A. “League” means the Winnipeg Ringette League.
- B. “SWRA” means the ringette association: Southwest Winnipeg Ringette Association formed by the following community centres – St.Norbert, Richmond Kings, Waverley Heights, Fort Garry, Whyte Ridge, Lindenwoods, Westridge, Wildwood, Riverview, Lord Roberts, Earl Grey, Corydon, Tuxedo, Varsity View, Roblin Park and Westdale, as well as any future communities developed within the defined boundaries of SWRA, as approved by the Ringette Manitoba (RM).
- C. “Greater Winnipeg” means the City of Winnipeg as defined by the community committee boundaries.
- D. “Ringette” means Ringette in all age groups up to and including 18+.
- E. “Council” means the representative body of the SWRA.

## **II. BOUNDARIES**

The boundaries of the Association shall be in accordance with those established by RM.

## **III. OBJECTS**

The objects of this Association are:

- A. to encourage and foster Ringette in the SWRA area
- B. to provide a wholesome and rewarding experience to those participating in the sport
- C. to foster the philosophy of equal participation in the game situation for all players.
- D. to endeavor to ensure that teams are afforded the opportunity to participate in game play that is competitive and comparable to their caliber of play
- E. to operate as SWRA in accordance with the Winnipeg Ringette League rules and regulations as well as the rules and regulations of RM and Ringette Canada.

#### **IV. MEMBERSHIP**

In order to participate in any SWRA activities and events the SWRA requires that all Players and Parents maintain themselves as Members in Good Standing. This requires the following:

- A. All dues and fees must be paid in full within the applicable deadlines as set out by SWRA (this includes team specific fees).
- B. You must have accurately completed registration for your player.
- C. You have completed all applicable SWRA, Ringette Manitoba, or Ringette Canada certification requirements (i.e. SWRA Code of Conduct). Note, although some of the certifications such as the Code of Conduct only require one parent to complete, SWRA expects ALL parents and family members to abide by these principles.
- D. You have committed to the required volunteer hours as per the current SWRA Volunteer Policy.
- E. You adhere to all SWRA policies and procedures.

Failure to adhere to the above will result in all member benefits and privileges ceasing until the deficit is corrected.

#### **V. STRUCTURE OF THE BOARD**

- A. The affairs and operations of the league shall be managed by an Executive who will be elected in accordance with the By- Laws.
- B. The actions of the Executive shall be directed and ratified by a Council which will be elected or appointed in accordance with the By-Laws.
- C. The SWRA shall be a member of Ringette Manitoba (RM).
- D. The Council shall operate Ringette in SWRA as provided by the By-Laws of RM.
- E. Committees may be established or deleted as the Executive deems necessary.

#### **V. MEETINGS**

- A. Annual Meeting  
There shall be an annual meeting of the members of the league at a date determined by the Council but shall be no later than May 31st of each year. At least two weeks notice must be given to all members, Board and Executive for this annual meeting.
- B. Special Meeting

A special meeting of the Council may be called at the discretion of the President. The President shall call such a meeting on the request of a majority of the Executive or Board or at the written request of at least 20 members.

C. Executive Meeting

There will be a meeting of the Executive at the call of the President on at least seven days notice to the Executive during the playing season.

D. Council Meeting

There shall be a meeting of the Council at the call of the President at least once per month during the playing season.

E. Robert's Rules of Order

Robert's Rules of Order shall prevail at all meetings of the League except if they conflict with the Constitution and By- Laws.

F. At all meetings each Council member shall have one (1) vote on each motion presented. Where one (1) person holds two (2) positions, the Council member shall be entitled to one (1) vote only.

G. All regular meetings of the Council shall be open to the public as observers of the meetings. With prior approval of the President, members of the public may be allowed to participate in the Council's discussions but they will not have any voting privileges.

## **VI. QUORUM**

A. The quorum for the annual meeting shall be 10, including at least 5 members of the Council

B. The quorum for all other meetings shall be 50% + 1 of the occupied Council positions.

C. Meetings shall be adjourned and no business conducted if there is no quorum within thirty (3) minutes after the scheduled time for the meeting

## **VIII. AMENDMENTS TO THE CONSTITUTION**

This constitution may be amended at the annual meeting of the Board by two-thirds majority of the members present and voting.

All and any proposed amendments to this constitution must be submitted, in writing, to the SWRA Council by the March meeting.

## **IX. DISSOLUTION**

It is specifically provided that in the event of dissolution or windup of the Council, all

remaining assets, after payment of its liabilities, shall be distributed among the remaining community clubs with active Ringette programs, or, in the absence of any, shall be forwarded to the governing body of Ringette in Manitoba. The manner in which the remaining assets, if any, are to be distributed, is to be decided by the Executive.

# **PART 2: BY-LAWS**

## **I. RESPONSIBILITIES OF THE COUNCIL**

- a. To administer the Ringette program for the Southwest Winnipeg Ringette Association (SWRA or Association) under the official rules of the WRL and RM
- b. To achieve the objectives of the SWRA Council in accordance with the SWRA Constitution and By-Laws
- c. To register all SWRA teams in the WRL / with RM
- d. The appointment of committees as may be required to carry on the business of SWRA
- e. The creation, modification and administration of policies and procedures required for the operation of the Association.

## **II. COUNCIL MEMBERSHIP**

### **EXECUTIVE**

The Executive will include the following elected or appointed positions:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Registrar
6. WRL Rep
7. Immediate Past President

### **NON-EXECUTIVE BOARD MEMBERS**

The Board will include the following elected or appointed positions:

1. Director – Ice Scheduling
2. Director – On Ice Officials
3. Director – Minor Officials
4. Director – Player Development
5. Director – Coach Development
6. Director – Publicity/Communications
7. Director - Fundraising
8. R4U Loop Convenor

9. U10 Loop Convenor
10. U12 Loop Convenor
11. U14 Loop Convenor
12. U16 Loop Convenor
13. U19 Loop Convenor
14. AA Convenor
15. Director
16. Open Loop Convenor
17. The Ringette Convenor from each community centre in the SWRA which accepted registrations for the current Ringette season (accepting registrations constitutes an active ringette program)

### **III. METHOD OF ELECTION**

1. Elections of the Executive and Board shall be made at the Annual General Meeting (AGM)
2. Nominations shall be made by the Nominating Committee of SWRA.
3. Nominations may be made (and seconded) by any member of the association on a nomination form to be supplied by the Secretary. If the nominee is not present at the meeting, his/her assent must be presented in the form of his / her signature on the nomination form.
4. Nominations may be made and seconded from the floor by members of the Association. Assent of such a nominee must be given personally at the meeting.
5. When nominees for any executive or board positions are absent from the AGM of the SWRA, the absent nominees may send a formal letter to be read (maximum 2 minutes in length) at the AGM at the time of the election of their position stating; their reason for being absent and philosophy regarding the duties of the position
6. SWRA Loop Convenors may not be involved as/with a player, coach, manager or trainer with a team in his/her division. Limited numbers of volunteers may result in this clause being waived.

### **IV. TENURE OF OFFICE**

1. The Council members will take office immediately following the annual meeting at which they had been elected.
2. The Executive may not hold the same office to which they are elected or appointed for more than two consecutive full terms.

3. Fulfilling an unexpired term of office shall not be considered as one term.
4. These provisions may be suspended by a two-thirds majority vote at the annual meeting.
5. All elections for Office will be for a two-year term, with elections taking place as follows:
  - a. President, Vice-President, Registrar Director – Ice Scheduler, Director – Minor Officials, Director – Coach Development and Director – Web/Social Media are to be elected in odd numbered years.
  - b. Treasurer, Secretary, WRL Rep, Director – On Ice Officials, Director – Player Development and Director – Publicity are to be elected in even numbered years.
  - c. Loop convenors and community centre Convenors (or their designate) can be appointed and approved by the Board at any time.
6. At the discretion of a majority of the Council, any Board member who is absent from three consecutive Council meetings, without a reasonable explanation provided to the President, may be considered to have vacated their position.
7. Vacancies on the Board, howsoever caused, may be filled by the Council from among the qualified members of the association to act until the next annual meeting

#### **IV. REMUNERATION**

1. Unless authorized at a Board meeting, no member shall receive remuneration for his/her services.
2. Reasonable expenses, incurred by any members of the Board for council business, shall be reimbursed to the person incurring same upon authorization of the Board.
3. A Council member of SWRA may be actively connected with any team, community centre, Winnipeg Ringette League (WRL) or Ringette Manitoba (RM)
4. In a vote considering the remuneration of a member of the Executive, said member may not be present for the vote, and their vote may not be recorded or given to proxy.

#### **V. RESPONSIBILITIES OF THE EXECUTIVE**



## **1. President**

The President, within the jurisdiction of the association, shall have all the powers vested in such office by RM and without limiting the generality of the foregoing shall have the power to:

- a. act as a signing officer for the Board
- b. preside at all meetings
- c. exercise the powers of the Executive in the case of emergency
- d. sit on all committees as an ex-officio voting member
- e. represent SWRA at RM Presidents Meeting, WRL AGM and RM AGM
- f. oversee the yearly SWRA Assessment Process.
- g. the President shall not move or second any motion or amendment, nor shall she/he vote unless there is a tie when she/he may cast the deciding vote

## **2. Vice President**

The Vice-President shall:

- a. in the absence of the President, or in the event of his/her inability to act, have and exercise all the powers of the President as delegated
- b. sit on all committees as an ex-officio voting member
- c. act as a signing officer for the Board
- d. together with the Immediate Past President, prepare for Council approval any changes to the Constitution, By-Laws and Policies.

## **3. Treasurer**

The Treasurer shall:

- a. receive all monies payable to the Association and keep same on deposit with a registered financial institution
- b. receive and record all accounts payable by the Association and with the approval of the Council pay all such accounts
- c. act as a signing officer for the Board
- d. pay all accounts payable not exceeding two hundred fifty dollars (\$250.00) without prior approval of the Council (payment of WRL and MRA fees does not require Council approval);
- e. make payment in all cases by either cheque or direct deposit;
- f. ensure the signatures for each cheque are a combination of the Treasurer and any other signing officer;

- g. keep proper books of accounts and make them available to the Council at each monthly meeting or on special request;
- h. prepare and review an annual operating budget for the Association;
- i. in conjunction with the Registrar, prepare registration fees for Council approval

#### **4. Secretary**

The secretary shall:

- a. Apart from the records kept by the Registrar and the Treasurer, the Secretary shall keep all the records of the Council and shall conduct the official correspondence of the Association
- b. issue notices of all meetings
- c. Record and distribute minutes of all Council, Executive, Annual and special meetings to all Board members
- d. Act as a signing officer for the board

#### **5. Registrar**

The Registrar shall:

- a. assist in establishing registration fees for the season
- b. update online registration system at the start of every season to accommodate registrations
- c. monitor online registration, and communicate with treasurer regarding any payment issues that may arise
- d. maintain communications with Loop convenors throughout the registration process, providing information on number of registered players in each age group and any additional information that will help the loop convenors prepare for assessments and team formation
- e. ensure all registered players are entered into the WRL system correctly through the registration website
- f. ensure that all registered players are placed on an SWRA team, and assist in facilitating the process of transferring players to other teams when necessary
- g. ensure all teams are properly set up on the WRL website at the start of each season
- h. ensure that all teams and players are properly registered on Manitoba Ringette Association registration forms (rosters) and forward a copy of each roster to Ringette Manitoba and the WRL registrar prior to the announced deadline
- i. be responsible for sending in any add/delete forms for players/bench staff throughout the season as required prior to the announced deadline

- j. monitor the registration website to ensure all SWRA bench staff and players are confirmed as such, and subsequently have access to the WRL system
- k. together with the SWRA Treasurer, ensure reconciliation of registration numbers and corresponding fee submission to the WRL and MRA
- l. maintain roster information throughout the season
- m. monitor the registration website throughout the season, and resolve any issues immediately through contact with the website developer
- n. maintain communications with Loop and Community Centre convenors about any registration issues throughout the season

### **6. Winnipeg Ringette League Representative (WRL Rep)**

The WRL Rep shall:

- a. attend all WRL meetings
- b. vote on behalf of SWRA on all WRL motions
- c. communicate items affecting SWRA to the Council in a monthly report
- d. advocate for SWRA and our teams at the WRL council.

### **7. Immediate Past President**

The Immediate Past President shall:

- a. be responsible for the coordination and training of the new loop and community centre Convenors
- b. actively solicit new volunteers and prepare the Slate of Candidates for presentation at the AGM.

## **VI. RESPONSIBILITIES OF THE NON-EXECUTIVE MEMBERS**

### **1. Director – Ice Scheduling**

The Director – Ice Scheduling shall:

- a. obtain and manage the ice contracts with the City of Winnipeg (City), as well as ice slots provided by area association club rinks
- b. ensure unused ice is returned to the City prior to the deadlines
- c. with the SWRA Treasurer, arrange for payment of ice used
- d. submit required ice to the WRL for season scheduling and playoffs

- e. equally distribute the remaining ice to all SWRA teams for practice purposes
- f. work with the Director – Player Development to identify ice suitable for player development opportunities
- g. work with the SWRA Treasurer to accurately bill all SWRA teams for their allotted ice times.

## **2. Director – On-ice Officials**

The Director – On-ice Officials shall:

- a. development and mentor all SWRA On-ice Officials
- b. support existing SWRA On-ice Officials and work to identify new officials
- c. liaise with RM and WRL Senior Officials to implement new rule change education and required certification upgrading
- d. submit a yearly report to RM of SWRA On-ice Official certification levels.

## **3. Director – Minor Officials**

The Director – Minor Officials shall:

- a. develop and mentor all SWRA Minor Officials
- b. support existing SWRA Minor Officials and work to identify new officials;
- c. liaise with RM and WRL to implement new rule change education and required certification upgrading
- d. submit a yearly report to RM of SWRA Minor Official certification levels
- e. oversee the online scheduling of Minor Officials and the identification of SWRA Arena assignors.

## **4. Director – Player Development**

The Director – Player Development shall:

- a. develop, implement and oversee SWRA player development programs
- b. develop a goalie specific development program to aid in the development and retention of goalies
- c. support all SWRA coaches and teams by communicating developmentally appropriate skill milestones

## **5. Director – Coach Development**

The Director – Coach Development shall:

- a. facilitate the yearly Coach Certification Process

- b. develop, implement and oversee SWRA Coach mentoring programs
- c. work with Director Player Development to implement a goalie specific development program to aid in the development and retention of goalies
- d. support all SWRA Loop and Head Convenors with ensuring RM Bench Staff certifications are completed in a timely manner
- e. develop and implement a Coach Feedback Survey to solicit feedback from parents on the impact of the coaches on their respective teams

## **6. Director of Publicity/ Communication**

The Director of publicity shall:

- a. Promote the sport of Ringette in SWRA, with special interest paid to the entry level age groups
- b. Ensure any pertinent information is received by RM and WRL for inclusion in their publications
- c. Maintain and enhance the SWRA website
- d. Keep current all information contained on the website
- e. Keep current all SWRA social media outlets (ie. facebook, Instagram)

## **7. Director of Fundraising**

The Director of Fundraising shall;

- a. Be available to teams to give advice on fundraising ideas / opportunities.
- b. Obtain sponsorship for SWRA initiatives (i.e. new jerseys, Ringette on the River etc.) according to the SWRA sponsorship policy.
- c. Positively promote the sport of Ringette via fundraising.

## **Responsibilities of Convenors**

### **SWRA Loop Convenors (R4U, U10, U12, U14, U16, U19 and Open)**

The WRA Loop Convenors shall:

- a. act as a liaison between all teams in the loops they convene and the SWRA Council regarding rules and regulations
- b. Work together with other associations, parents and the registrar in cases where SWRA players amalgamate with or transfer to other associations
- c. Facilitate the assessment process and provide recommendations based on assessment results
- d. Act as a liaison between parents and players in the loops they convene and the SWRA council
- e. disseminate pertinent information from Council to the teams in the loops they convene

- f. work with the Director of Coaching to ensure all bench staffs they convene have the required MRA certifications before the indicated deadline
- g. work with the Director of Player Development to facilitate development opportunities for teams and players in the loops they convene
- h. act as the point of contact for the coaches in their Loop. More specifically:
  - If the coach of any team has any questions as to proper procedure for anything connected to his/her team or division, the coach should first contact their Loop Convenor. If the Loop Convenor cannot answer the question, he/she should contact the SWRA Council member responsible for that area to find the answer for the coach; and
  - If coaches have complaints, they are to contact their Loop Convenors. The Loop Convenor will relay the complaint the SWRA Executive or SWRA Executive and Council.

### **Community Centre Convenors (Active Ringette Programs)**

The Community Centre Convenors shall:

- a. provide by Sept 1<sup>st</sup> of the current Ringette season a contact list for their community centre. That list must include a Head Convenor, Registrar/Treasurer and an Equipment Manager. These can be one person or they can be three separate people. Providing this list and physically accepting Ringette registrations constitutes an active program.
- b. ensure all local community centre registrations are completed prior to the Team Hosting Meeting
- c. collect and submit proof of age documentation for all new players registered at their club
- d. attend and cast their centre vote at Council, Special and Annual General SWRA Meetings
- e. attend and cast their centre's vote at the RM AGM representing SWRA

## **VII. STANDING COMMITTEES**

To assist the Council in carrying out its responsibilities, the following Standing Committees shall be appointed:

### **A. Nomination Committee**

1. The Immediate Past President of the Council will chair the Nomination Committee.
2. The Council shall appoint four members to this committee.
3. Upon obtaining the assent of the nominees, the Nominating Committee shall present a slate of at least one candidate for each office to be filled. This slate shall be sent to all eligible voters at least two weeks prior to the annual meeting.

### **B. Constitutional Review Committee**

1. This committee shall consist of the Past President, Vice-President and members appointed by Council.
2. The committee shall prepare for Council approval any changes to the Constitution or By-Laws prior to the annual meeting.

### **C. Assessment/Team Formation Committee**

1. This committee shall be chaired by the President.
2. In addition to the Chair, this committee shall consist of the Executive Board Members, Loop convenors and the Convenor of each active community centre
3. The committee shall facilitate all aspects of the yearly assessment process.

### **D. Coach Selection Committee**

1. This committee shall be chaired by the Director – Coach Development.
2. In addition to the Chair, the committee shall consist of two Council members, Community Centre Convenors and the Loop Convenors.
3. This committee will be responsible for soliciting applications for potential coaches during registration and assessment periods.
4. Based on criteria established by Council, this Committee will select appropriate candidates to coach SWRA teams
5. Communicate the selection to the coach and provide a list of other identified volunteers from which they can chose assistant coaches and managers.
6. Assistant coaches not selected from the provided list, must be approved by the SWRA Council prior to being added to the roster.

### **E. Appeals Committee**

1. This Committee shall be chaired by the SWRA President.
2. The Committee shall consist of two members of WRL council who were not involved in an original committee decision.

3. The board shall hear and decide upon all matters.

## **VIII. AD HOC COMMITTEES**

The Council shall appoint committees as may be required to carry out the business of the Association.

## **IX. FISCAL YEAR**

The fiscal year of the Association will be from May 1st to April 30th.

## **X. REPRESENTATION AND VOTING AT MEETINGS**

- A. Each Executive member shall be entitled to attend and cast one vote at all Executive, Council, annual and special meetings.
- B. Each Board member shall be entitled to attend and cast one vote at all Council, annual and special meetings.
- C. All Community Centres with active Ringette programs shall be allowed one voting (Head Convenor)
- D. All parents of participating families, all certified/active minor, all certified/active off-ice officials and all SWRA/MRA bench staff shall be entitled to attend and vote at all annual meetings.
- E. Each individual may only vote once even if they qualify to vote under more than 1 provision.
- F. There shall be no votes by proxy.

## **XI. AMENDMENT OF BY-LAWS**

- A. These by-laws may be amended by two-thirds majority of the Council present and voting at the any Regular or special meeting or 2/3rds of the present voting members at the annual meeting.



B. All and any proposed by-law amendments for consideration at the annual meeting must submitted in writing at the SWRA council meeting at least one meeting prior to the annual meeting.

